

The Records Center is Cost Effective:

15 Times more cost-effective than storing records in an office

Four drawer vertical file cabinet in an office setting:

Occupies 3.36 square feet of floor space

Holds 6 archive boxes of records

Annual cost to store in \$15 per square foot office space is \$50.40

Cost per archives box = \$8.40

Archives Box at the High-Ceiling Record Center:

Occupies 1.4 square feet of floor space

High-bay shelving holds 31 boxes of records in 1.4 square feet

Annual cost to store at \$12.55 per square foot is \$17.57 per year

Cost per archives box = \$ 0.56

$\$8.40 \text{ divided by } \$ 0.56 = 15 \text{ times more efficient}$

Notes:

Does not include common areas like aisles or hallways, exterior parking, utilities, shelving/file-cabinet and other costs common to both office and warehouse storage.

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2015-2017 Central Services Rate Fair



History of Rates

BI	Annual FTE Charge	Annual Box Charge	BI Reduction (box charge)
09-11	\$26.79	\$6.52	
11-13	\$24.77	\$5.12	21%
13-15	\$22.17	\$3.94	23%



Secretary of State
Tom Wyman



SOS
Office of the Secretary of State
Washington State Archives

Services & Calculations:

RCW 40.14.025 provides that the appropriation to the division of archives and records management will be allocated to state agencies for services the division provides. Services include managing, storing and preserving state records in addition to training and providing records management services.

Calculations and Methodologies:

The formula for allocating the revolving fund appropriation for Fund 006 to state agencies is approved by OFM each biennium and developed using each agency's:

- ◆ Budgeted carry forward FTE. The FTE methodology supports 65% of the Archive revolving fund for managing, preserving, training and records management services.
- ◆ Number of boxes stored in the Records Center. The number of box methodology supports 35% of the Archive revolving fund for records center services.

Both of these amounts are combined and billed to state agencies each quarter of the biennium.

Steps to updating the Billing model:

- ◆ The billing model is updated with each agency's FTE and box counts. The initial model is based on the performance level budget request for the Secretary of the State.
- ◆ The billing model is sent to OFM who enters any change to Fund 006 into each agency's budget based on the model. Any changes during the legislative session may further adjust the final billing. Once a final budget is passed typically no further changes are made to the billing until the next biennial budget cycle. (Exception was made in BI13-15 to account for a \$150,000 reduction to assist with the budget shortfall)
- ◆ Agencies are then billed quarterly
- ◆ Example Sheets:

3 Account: 006-1 - Public Records Efficiency, Preservation				
		13-15 Total Billing	Quarter 1	Quarter 2
5	Agency			Quar
27	085 Secretary of State	50,220	6,277	6,277
28	086 Office of Indian Affairs	112	14	14
29	087 Commission on Asian-American Affairs	102	13	13
30	090 Office of State Treasurer			
31	091 Redistricting Commission			
2				
58	Utilities and Transportation Commission	0.10%	7,346	1.04%
59	Board for Volunteer Firefighters	0.00%	177	0.00%
60	Washington State Patrol	2.38%	107,453	3.48%
			25,298	84,692
			32,642	192,145
			1,635	192,145
			165.7	7,423.9
			3.21	10.74

Rates History:

